

**Enrolled Minutes of the Ninety-Third Regular or Special Meeting
For the Twenty-Seventh Highland Town Council
Regular Meeting
Monday, August 24, 2015**

Study Session. The Twenty-Seventh Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, August 24, 2015 at 6:45 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Mark Herak, Dan Vassar, and Konnie Kuiper were present. Councilor Steve Wagner was absent owing to an extended work commitment. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

General Substance of Matters Discussed.

1. The Town Council discussed the agenda of the imminent regular meeting.
2. The Town Council discussed a code enforcement issue regarding a residence at 3334 Farmer Drive, Highland with the Building Commissioner.

The study session ended at 7:01 O'clock p.m.

Regular meeting. The Twenty Seventh Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, August 24, 2015 at 7:05 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Mark A. Herak, presided and the Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Bernie Zemen reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

Roll Call: Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, and Konnie Kuiper were present. Councilor Steve Wagner was absent owing to an extended work commitment. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Additional Officials Present: Rhett L. Tauber, Town Attorney; John Bach, Public Works Director; Peter Hojnicki, Metropolitan Police Chief; Kenneth Mika, Building Commissioner; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; and Cecile Petro, Redevelopment Director were present.

Also present: Ed Dabrowski IT Consultant (Contract); and Randy Bowman, Assistant Inspector for Electrical were also present.

Minutes of the Previous Meeting:

The minutes of the regular meeting of August 10, 2015 were approved by general consent.

Special Orders:

1. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2015 Budget for the **Redevelopment General Fund** in the amount of **\$21,461.00.**

- (a) Attorney verification of Proofs of Publication: The TIMES 13 August 2015. The Town Attorney indicated that the proof of publication was in compliance with IC 5-3-1.
- (b) **Public Hearing.** The Town Council President called the hearing to order. There were no comments. The hearing was closed.
- (c) Action on **Appropriation Enactment No. 2015-39:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Redevelopment General Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Vassar introduced and moved to consider Enactment No. 2015-39 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Vassar moved to pass and adopt Enactment No. 2015-39 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

Town of Highland
APPROPRIATION ENACTMENT
Enactment No. 2015-39

An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the Redevelopment General Fund, all pursuant to I.C. 6-1.1-18, I.C. 36-5-3-5, et seq.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Redevelopment General Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levy set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Redevelopment General Fund** and for the purposes herein specified, subject to the laws governing the same:

REDEVELOPMENT GENERAL FUND

Decrease:		
Acct. No. 200.03 Miscellaneous Supplies:		\$ 1,151.00
	<i>Total Series:</i>	\$ 1,151.00
Decrease:		
Acct. No. 310.03 Consultants:		\$ 2,000.00
	<i>Total Series:</i>	\$ 2,000.00
Increase:		
Acct. No. 399.99 Special Fund Transfers :		\$ 21,461.00
	<i>Total Series:</i>	\$ 21,461.00
	Fund Total:	\$ 21,461.00
TOTAL FUND DECREASES:		\$ 3,151.00
TOTAL FUND INCREASES:		\$ 21,461.00

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Indiana Department of Local Government Finance of this action and that these moneys be made available for expenditure **subject to an order** of the Commissioner, pursuant to IC 6-1.1-18.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of August 2015. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of August 2015, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

/s/Mark A. Herak, President (IC 36-5-2-10)

ATTEST:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

2. **Public Hearing:** Proposed Additional Appropriations in Excess of the 2015 Budget for the **Gaming Revenue Sharing Fund** in the amount of **\$81,000.00**.
 - (a) Attorney verification of Proofs of Publication: The TIMES 13 August 2015. The Town Attorney verified that the proof was in compliance with IC 5-3-1.
 - (b) **Public Hearing.** The Town Council President called the public hearing to order. There were no comments. The hearing was closed.
 - (c) Action on **Appropriation Enactment No. 2015-40:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Gaming Revenue Sharing Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Zemen introduced and moved to consider Enactment No. 2015-40 at the same meeting of its introduction. Councilor Vassar seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Zemen moved to pass and adopt Enactment No. 2015-40 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**Town of Highland
Appropriation Enactment
Enactment No. 2015-40**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the GAMING REVENUE SHARING FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Gaming Revenue Sharing Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Gaming Revenue Sharing Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

GAMING REVENUE SHARING FUND

Acct. No. 3XX.XX Johnston Project Preliminary Engineering:	\$ 42,000.00
Acct. No. 3XX.XX 45 th & 5 th Aves Project Prelim. Engineering:	\$ 39,000.00
<i>Total Series:</i>	\$ 81,000.00

Fund Total: \$ 81,000.00

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of August 2015. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of August 2015, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

ATTEST:

**Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)**

3. Public Hearing: Proposed Additional Appropriations in Excess of the 2015 Budget for the **Redevelopment Capital Fund** in the amount of **\$11,235.00**.

- (a) Attorney verification of Proofs of Publication: The TIMES 13 August 2015. The Town Attorney verified that the proof was in compliance with IC 5-3-1.
- (b) **Public Hearing.** The Town Council President called the public hearing to order. There were no comments. The hearing was closed.
- (c) Action on **Appropriation Enactment No. 2015-41:** An Enactment Appropriating Additional Moneys in Excess of the Annual Budget for the **Redevelopment Capital Fund**, all pursuant to I.C. 6-1.1-18, and I.C. 36-5-3-5.

Councilor Vassar introduced and moved to consider Enactment No. 2015-41 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment could be considered at the same meeting of introduction.

Councilor Vassar moved to pass and adopt Enactment No. 2015-41 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The enactment was passed and adopted at the same meeting of introduction.

**Town of Highland
Appropriation Enactment
Enactment No. 2015-41**

AN ENACTMENT APPROPRIATING ADDITIONAL MONEYS IN EXCESS OF THE ANNUAL BUDGET for the REDEVELOPMENT CAPITAL FUND, ALL PURSUANT TO I.C. 6-1.1-18, and I.C. 36-5-3-5.

WHEREAS, Following a public hearing advertised pursuant to I.C. 5-3-1, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the **Redevelopment Capital Fund**;

WHEREAS, It has been determined that such additional appropriations as may be approved by this enactment, will not increase the levies set under I.C. 6-1.1-17, all pursuant to I.C. 36-5-3-5;

NOW, THEREFORE BE IT ENACTED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That for the expenses of said municipality, the following additional sums of money are hereby appropriated and ordered set apart out of the **Redevelopment Capital Fund** herein named and for the purposes herein specified, subject to the laws governing the same:

REDEVELOPMENT CAPITAL FUND

Increase		
Acct. No. 399.99 Special Fund Transfers :		\$ 11,235.00
	Total Series:	\$ 11,235.00
	Fund Total:	\$ 11,235.00

TOTAL FUND INCREASES: \$ 11,235.00

Section 2. That the Clerk-Treasurer is hereby authorized and instructed to inform the Department of Local Government Finance of this action and that these monies be made available for expenditure pursuant to I.C. 6-1.1-18.

Section 3. That in satisfaction and for the purposes of the provisions set out in I.C. 36-5-2-9.6, I.C. 36-5-3-5, I.C. 36-5-4-2, this enactment shall be deemed properly filed and introduced before the Town Council at a regular or special meeting, properly called and convened pursuant to I.C. 5-1.5-14 *et seq.*

Introduced and Filed on the 24th Day of August 2015. Consideration on the same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED AND ADOPTED this 24th Day of August 2015, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

ATTEST:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

Unfinished Business and General Orders:

1. **Proposed Ordinance No. 1598:** An Ordinance Authorizing the Transfer of Collected Fund Balances raised in Consequence of Redevelopment Activities, to the Treasurer of the Non Profit Entity Organized to Support the Operation of the Town Theatre, Pursuant to IC 36-1-3 *et Sequitur*.

Councilor Kuiper introduced and moved to consider Ordinance No. 1598 at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of introduction.

Councilor Zemen moved to pass and adopt Ordinance No. 1598 at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of introduction.

**ORDINANCE No. 1598
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE AUTHORIZING THE TRANSFER OF COLLECTED FUND BALANCES RAISED IN CONSEQUENCE OF REDEVELOPMENT ACTIVITIES, TO THE TREASURER OF THE NON PROFIT ENTITY ORGANIZED TO SUPPORT THE OPERATION OF THE TOWN THEATRE, PURSUANT TO IC 36-1-3 ET SEQUITUR.

WHEREAS, The Town of Highland is a local unit of general government governed by a Town Council, which is both the fiscal and legislative body of the Town;

WHEREAS, IC 36-1-3-2 confers upon all local units the powers that they need for the effective operation of government as to local affairs;

WHEREAS, IC 36-1-3-4(b) expressly provides that a unit has all powers granted to it by statute and all other powers necessary or desirable in the conduct of its affairs, even though not granted by statute;

WHEREAS, IC 36-1-3-6 (b)(1) prescribes that any such exercise of power shall be authorized through enactment of an ordinance passed by the legislative body;

WHEREAS, I.C. 36-7-2-7 provides that a unit may promote economic development and tourism;

WHEREAS, I.C. 36-10-2-4 provides that a unit may establish, aid, maintain, and operate cultural, historical, ... and community restitution or service facilities and programs;

WHEREAS, The Redevelopment Department, under its powers enumerated in IC 36-7-14-12.2 IC 36-7-25 et seq., undertook a particular redevelopment activity, the rehabilitation and eventual operation of the Town Theater as well as the establishment of an arts and culture district on Kennedy Avenue, and did conduct promotional activities to raise resources aligned with these particular activities;

WHEREAS, The Town of Highland, in furtherance of supporting the rehabilitation of the Town Theater and the establishment of an arts and culture district on Kennedy Avenue, did support the establishment of a non-profit corporation, the Town Theatre, Inc., governed by a non-profit board of directors, which recently adopted by-laws, elected officers, and opened a bank account to support its lawful purposes;

WHEREAS, The municipal fiscal officer has identified the net receipts raised or received in support of the rehabilitation and eventual operation of the Town Theater on deposit to the credit of the Redevelopment General and Capital Funds, for which he has sought an appropriation in order to transfer these resources raised or received to the treasurer of the non-profit body tasked with the operation of the Town Theatre;

WHEREAS, The Town Council has conducted the necessary public hearing and has adopted and approved the additional appropriations in the identified funds of the Redevelopment Department in support of a transfer and remittance to the treasurer of the Town Theatre, Incorporated, of those the net receipts raised or received in support of the rehabilitation and eventual operation of the Town Theater on deposit to the credit of the Redevelopment General and Capital Funds; and,

WHEREAS, The Town of Highland, through its Town Council now desires to take the steps necessary to transfer and remit the net receipts raised or received in support of the rehabilitation and eventual operation of the Town Theater on deposit to the credit of the Redevelopment General and Capital Funds to the treasurer of the Town Theatre, Incorporated, to support its lawful activities to advance the identified redevelopment activities;

NOW, THEREFORE, BE IT HEREBY ORDAINED BY the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That the Town Council hereby finds and determines the following:

- (A) That the Town of Highland is a local unit of general government governed by a Town Council which is both the fiscal and legislative body of the Town;
- (B) That IC 36-1-3-4(b) expressly provides that a unit has all powers granted to it by statute and *all other powers necessary or desirable* in the conduct of its affairs, even though not granted by statute;
- (C) That I.C. 36-7-2-7 provides that a unit may promote economic development and tourism;

- (D) That I.C. 36-10-2-4 provides that a unit may establish, aid, maintain, and operate cultural, historical, and community restitution or service facilities and programs;
- (E) That the net receipts raised or received in support of the rehabilitation and eventual operation of the Town Theater on deposit to the credit of certain Funds, identified by the municipal fiscal officer, for which he has sought an appropriation in order to transfer these resources raised or received, to the treasurer of the non-profit body tasked with the operation of the Town Theatre, is in the amount of twenty-one thousand, four hundred sixty-one dollars (\$21,461) on deposit to the credit of the Redevelopment General Fund and in the further amount of eleven thousand, two hundred thirty-five dollars (\$11,235); and,
- (F) That the transfer and remittance of the these net receipts raised or received in support of the rehabilitation and eventual operation of the Town Theater on deposit to the credit of the Redevelopment General and Capital Funds, for which an additional appropriation has been approved, to the treasurer of the Town Theatre, Incorporated, to support its lawful activities to advance the previously identified redevelopment activities, is a lawful, necessary and desirable action fully consistent with the Town's express powers of described in IC 36-1-3, IC 36-7-2-7, IC 36-10-2-4, IC 36-7-14-12.2 and IC 36-7-25;

Section 2. That owing to the foregoing findings and determinations, the balance on deposit to the credit of the Redevelopment General Fund in the amount of twenty-one thousand, four hundred sixty-one dollars (\$21,461) be transferred to the treasurer of the **Town Theater Corporation**;

Section 3. That further owing to the foregoing findings and determinations, the balance on deposit to the credit of the Redevelopment Capital Fund eleven thousand, two hundred thirty-five dollars (\$11,235) be transferred to the treasurer of the **Town Theater Corporation**;

Section 4. That pursuant to IC 36-5-4-12(b)(13):

- (A) **The transfers and remittances authorized by this ordinance are hereby further authorized and defined as payments that may be made in advance of allowance by the Redevelopment Commission, provided that there are approved appropriations against which to post the expenses and all other provisions of IC 36-5-4-6 are observed in the processing of the claim;**
- (B) For the purposes of IC 5-11-10-1.6, this ordinance shall be affixed to any claim filed for payment and will serve as the fully itemized invoice;

Section 5. That the clerk-treasurer as municipal fiscal officer, is hereby directed and authorized to perform such lawful duties and keep such accounts as to fulfill the purposes and provisions of this ordinance;

Section 6. Whereas an emergency exists for the immediate taking effect of this Ordinance, it shall become and be in full force and effect from and after the date of its passage and adopted upon its signature by the executive in the manner prescribed by IC 36-5-2-10(a).

Introduced and Filed on the 24th day of August 2015. Consideration on First Reading Sustained a vote of 4 in Favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 24th Day of August 2015, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5;IC 36-5-2-10.2)

2. **Proposed Ordinance No. 1599.1578-B:** An Ordinance To Amend Ordinance No. 1578, An Ordinance To Establish The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, And The Employees Of The Town Of Highland, Indiana, Particularly Regarding Change To The Compensation In The Metropolitan Police Department.

Councilor Kuiper introduced and moved to consider Ordinance No. 1599.1578-B at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a unanimous vote being necessary, there were four affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of introduction.

Councilor Kuiper moved to pass and adopt Ordinance No. 1599.1578-B at the same meeting of its introduction. Councilor Zemen seconded. Upon a roll call vote, a two-thirds vote being necessary, there were four affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of introduction.

**ORDINANCE No. 1599.1578-B
of the
TOWN of HIGHLAND, INDIANA**

AN ORDINANCE to AMEND ORDINANCE No. 1578, AN ORDINANCE TO ESTABLISH THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA, PARTICULARLY REGARDING CHANGE TO THE COMPENSATION in the METROPOLITAN POLICE DEPARTMENT.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year; and

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to further amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2015;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, as follows:

Section 1. That Section 10 (F) of Ordinance No. 1578 be amended by adding a new subsection, which shall be numbered as Section 10(F) (5) and read as follows:

Section 10. That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

(F) Other Associate Staff and Public Safety Employees

		Starting Rate	Incumbent Rate
(5) Effective June 21, 2015 (hourly):			
*Lead Support Services Clerk	(1)	\$15.32	\$16.69
*Lead Support Services Training Coordinator	(1)	\$15.32	\$16.69
* Support Services Clerk	(1)	\$14.32	\$15.66
* Support Services Clerk (part-time)		\$14.32	\$15.66

For initial appointments the appointing authority may start employees at the incumbent rate. **Incumbents in the positions at the time of the passage and adoption of this amending ordinance, shall be paid at the Incumbent rate.** All subsequent appointments shall be subject to the starting rate.

Section 2. That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

Section 3. (A) That an emergency exists for the immediate taking affect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and effect from and after the date of its passage and adoption pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly conferred in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 24th day of August 2015. Consideration on same day or at same meeting of introduction sustained a vote of 4 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

DULY ORDAINED and ADOPTED this 24th Day of August 2015 , by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

3. Resolution No. 2015-38: An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In The Shared Ethics Initiative Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.

Councilor Vassar moved the passage and adoption of Resolution No. 2015-38. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2015-38**

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the SHARED ETHICS INITIATIVE FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Shared Ethics Initiative Fund**;

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That is has been shown that certain existing unobligated appropriations of the **Shared Ethics Initiative Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

SHARED ETHICS INITIATIVE FUND

Reduce Account:	
#380.11 Board Ethics Training:	\$ 1,200.00
<i>Total 300 Series Decreases</i>	\$ 1,200.00

Increase Accounts:	
#200.01 Miscellaneous Supplies	\$ 1,200.00
<i>Total 200 Series Increases</i>	\$ 1,200.00

Total of All Fund Decreases:	\$1,200.00
Total of All Fund Increases:	\$1,200.00

Section 3. That this resolution is contingent upon and subject to the concurrent action of the Board of Joint Delegates of the Shared Ethics Entity, which is expected to be taken up at its nearest scheduled meeting, with its concurrence and favor.

DULY RESOLVED and ADOPTED this 24th Day of August 2015 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

4. **Resolution No. 2015-42:** An Exigent Resolution Providing For The Transfer Of Appropriation Balances From And Among Major Budget Classifications In the Building and Inspection Department of the Corporation General Fund As Requested By The Proper Officer And Forwarded To The Town Council For Its Action Pursuant To I.C. 6-1.1-18-6.

Councilor Zemen moved the passage and adoption of Resolution No. 2015-42. Councilor Vassar seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN OF HIGHLAND
APPROPRIATION TRANSFER RESOLUTION
RESOLUTION NO. 2015-42**

AN EXIGENT RESOLUTION PROVIDING for the TRANSFER of APPROPRIATION BALANCES from and AMONG MAJOR BUDGET CLASSIFICATIONS in the BUILDING and INSPECTION DEPARTMENT of the CORPORATION GENERAL FUND as REQUESTED BY THE PROPER OFFICER AND FORWARDED to the TOWN COUNCIL for its ACTION PURSUANT TO IC 6-1.1-18-6.

WHEREAS, It has been determined that certain exigent conditions have developed since adoption of the original budget and it is now necessary to transfer certain appropriations into different categories than were initially appropriated for the various functions of the **Building and Inspection Department of the Corporation General Fund;**

NOW, THEREFORE BE IT RESOLVED by the Town Council of the Town of Highland, Lake County, Indiana as follows:

Section 1. That for the expenses of said municipality, the following appropriations are hereby transferred and set apart out of the funds hereinafter named for the purposes specified, subject to the laws governing the same, such sums herein transferred unless otherwise stipulated by law;

Section 2. That is has been shown that certain existing unobligated appropriations of the **Building and Inspection Department of the Corporation General Fund** which are not needed at this time for the purposes for which originally appropriated, and may be transferred to a category of appropriation in order to satisfy an existing need, as follows:

CORPORATION GENERAL FUND

Building and Inspection Department

Reduce Account:	
#340.32 Group Health/Medical Insurance:	\$ 8,766.00
<i>Total 300 Series Decreases</i>	<u>\$ 8,766.00</u>

Increase Account:	
#111.16 Part-Time Clerk	\$ 8,766.00
<i>Total 100 Series Increases</i>	<u>\$ 8,766.00</u>

Total of All Fund Decreases:	\$8,766.00
Total of All Fund Increases:	\$8,766.00

DULY RESOLVED and ADOPTED this 24th Day of August 2015 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

5. **Resolution No. 2015-36:** A Resolution Conferring Preliminary Approval to an Application for Property Tax Abatement Related to Property Located at 3915, 3919 and 3927 Ridge Road and Fixing Monday, September 14, 2015 as the date for a Public Hearing.

Councilor Vassar moved the passage and adoption of Resolution No. 2015-36. Councilor Kuiper seconded. Upon a roll call vote, there were three affirmatives, no negatives and one abstention. With Councilors Zemen, Vassar and Kuiper voting in the affirmative and Councilor Herak abstaining owing to his personal and business relationship with the petitioner, the motion passed. The resolution was adopted.

**TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2015-36**

**A RESOLUTION FIXING MONDAY, SEPTEMBER 14, 2015 AS THE DATE FOR A PUBLIC HEARING ON
AN APPLICATION FOR PROPERTY TAX ABATEMENT RELATED TO PROPERTY LOCATED AT 3915,
3919, AND 3927 RIDGE ROAD**

WHEREAS, Indiana Code 6-1.1-12.1 et seq.; amended, (the "Act") allows a partial abatement of property taxes attributable to "Redevelopment" or "Rehabilitation" activities in "Economic Revitalization Areas" as those terms are defined in the Act, and

WHEREAS, Property tax abatement, if approved, is applied as a deduction in the increase in assessed value that results from investment in new construction or rehabilitation of property; and

WHEREAS, On January 30, 2012, the Highland Town Council adopted **Resolution No. 2012-10 designating** and confirming an Economic Development Revitalization Area including 3915, 3919, and 3927 Ridge Road (**Exhibit A**); and

WHEREAS, An application for property tax abatement for property (the "Project") located at the following legally described area:

3915 Ridge Road
Parcel #45-07-22-479-021.000-026
Legal Description: PT. E2. SE. S.22 T.36 R.9 (125 x 50 FT.) 0.143A. & PT. NE NE. S.27 T.36 R.9 0.0 15 A. 10 x 50.31 FT.

3919 Ridge Road
Parcel #45-07-22-479-022.000-026
Legal Description: PT. SE. SE. SE. 50 x 33.64 FT. .008A. NON-TAXABLE S.22 T.36 R.9 .039A. TAXABLE SUBJ. TO R-W.

3927 Ridge Road
Parcel # 45-07-22-479-023.000-026
Legal Description: PT. E2. SE. S.22 T.36 R.9 0.442AC. PT. NE. NE. S.27 T.36 R.9 .067A. & VAC. ALLE Y LY'G ON N. SIDE

in the Town of Highland, Lake County, Indiana a/k/a 3915, 3919, and 3927 Ridge Road (the "Real Estate") has been received from Peoples Bank SB, a copy of which is attached and incorporated herein by reference (**Exhibit B**); and

WHEREAS, Said application proposes a \$1,500,000.00 newly constructed facility, for a net estimated value upon completion of \$1,750,000; that would bring two (2) additional jobs (1 FTE and 1 PTE) and retain five (5) jobs (2 FTE and 3 PTE) in Highland with an estimated \$55,000.00 increase in annual payroll; and that may not proceed but for approval of tax abatement by the Town Council; and

WHEREAS, \$302,200.00 is the most recent assessed value of the property that is the subject of this resolution, and

WHEREAS, \$970,000.00 is the owner's estimated assessed value of the property upon completion of the Project; and

WHEREAS, The Real Estate is located within an Economic Revitalization Area within the Town of Highland; and

WHEREAS, At a meeting held August 12, 2015, the Redevelopment Commission recommended tax abatement for the proposed development dependent upon the consistency of the project's plans with the design standards for Redevelopment Area II and appropriate Municipal Code standards; and

WHEREAS, The Act empowers the Town Council to approve a deduction as percentage of the increase in assessed value that results from investments in new construction or rehabilitation of property by following a procedure hearing and confirmation of a Preliminary Resolution, provision of a public notice at least ten days before the date of a public hearing, conducting a public hearing and confirmation of a Final Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Highland as follows:

Section 1. The Highland Town Council will consider an application for property tax abatement for the construction of a new building and improvements on the Real Estate, which is the subject of this resolution after a public hearing and upon adoption of a Final Resolution confirming this Preliminary Resolution.

Section 2. The Final Resolution shall limit the amount of deduction applicable for redevelopment of said Real Estate for a period of time not to exceed **ten** calendar years for net improvement costs of \$1,750,000.00, with a net estimated assessed value (by owner) of \$970,000.00.

Section 3. Pursuant to enabling authority provided at IC 6-1.1-12.1-2(h)(6), as a condition of approval for the deduction in assessed value, the applicant shall contribute \$12,745.00 to the Town of Highland before permits are issued.

Section 4. The Town Council hereby fixes 7:00 PM, Monday, September 14, 2015 in the plenary Council Chambers, Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, as the time and place for a public hearing for receiving testimony, remonstrances and objections from persons interested in or affected by the proposed property tax abatement and directs the publication of notice of said hearing in accordance with the requirements of applicable law. After the public hearing, the Town Council will consider a Final Resolution that would grant tax abatement consistent with conditions described in this Preliminary Resolution.

DULY RESOLVED and ADOPTED this 24th Day of August, 2015 by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

EXHIBIT A

Resolution No. 2012-10, A Resolution Designating and Confirming an Economic Development Revitalization Area for Redevelopment Area II for the Commercial Corridors which includes the Property Located at 3915, 3919 and 3927 Ridge Rd.

TOWN OF HIGHLAND, INDIANA
RESOLUTION NO. 2012-10

A RESOLUTION CONFIRMING AN ECONOMIC REVITALIZATION AREA
COTERMINOUS And COEXTENSIVE WITH THE COMMERCIAL
CORRIDOR(S) II REDEVELOPMENT AREA

WHEREAS, Indiana Code 6-1.1-12.1 et seq.; amended, (the "Act") allows a partial abatement of property taxes attributable to "Redevelopment" or "Rehabilitation" activities and installation of new machinery and equipment in "Economic Revitalization Areas" as those terms are defined in the Act, and

WHEREAS, The Act provides that such Economic Revitalization Areas are areas within the Town which have:

"...become undesirable for, or impossible of, normal development, and occupancy because of a lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings or other factors which have impaired values or prevent a normal development of property or use of property", and

WHEREAS, The Act empowers the Town Council to designate Economic Revitalization Areas within the Town by following a procedure hearing, provision of a public notice at least ten days before the date of a public hearing, conducting a public hearing and confirmation of the Preliminary Resolution and a Final Resolution, and

WHEREAS, The Town Council adopted **Resolution 2012-07** fixing 7:00 PM, Monday, January 30, 2012 in the Council Chambers, Highland Town Hall, 3333 Ridge Road, Highland, Indiana, as the time and place for a public hearing for receiving remonstrances and objections from persons interested in or affected by the designation of a Economic Revitalization Area and directed the publication of notice of said hearing in accordance with the requirements of applicable law and notice was published ten days prior to the public hearing; and

WHEREAS, Notice of the public hearing was given to taxing units with a report consistent with statutory requirements of IC 6-1.1-12.1-3 (a) to provide a "Statement of Benefits" expected to be derived from the proposed Economic Revitalization Area ten days prior to the public hearing; and

WHEREAS, Having conducted the public hearing on Monday, January 30, 2012, in which the Town Council received evidence concerning the Economic Revitalization Area, including all remonstrances and objections from interested persons, the Town Council now desires to take appropriate action regarding the designation of an Economic Development Area (ERA), based upon that evidence, the Statement of Benefits and the Council's independent investigation;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Town Council of the Town of Highland as follows:

Section 1. That the Town Council hereby finds and determines that designations of location(s) described in Exhibit A, known as the *Commercial Corridors Redevelopment Area* as an Economic Revitalization Area(s) is consistent with its guidelines, endeavoring to create a positive image for the town through well designed, high quality development; to increase jobs and generate tax revenues through new development; to encourage development of business opportunities for all; to encourage private investment on the several major public ways which are located within the Redevelopment Commercial Corridor II and are generally, Ridge Road, Indianapolis Boulevard, 45th Avenue and Cline Avenue; to enhance district neighborhoods through increased well planned economic opportunities; and to facilitate rehabilitation and expansion of the building at this location(s);

Section 2. That the Town Council hereby still further finds and determines as follows:

(a) That real estate located described in Exhibit A, known as the *Commercial Corridors Redevelopment Area* continues to be undesirable for, or impossible for, normal development and occupancy because of a lack of development, cessation of growth, deterioration of improvements or character of occupancy, age, obsolescence, substandard buildings, or other factors that have impaired values of or prevent a normal development of property or use of property, and/or such real estate includes a facility or group of facilities that are technologically, economically, or energy obsolete and which such obsolescence may lead to a decline in employment and tax revenues; and

(b) That the goal for a net increase of *two hundred to three hundred (200-300) full-time equivalent (FTE) jobs* as set forth in the *Statement of Estimated Benefits* associated with the ERA designation can reasonably be expected to result within the *Economic Revitalization Area* with average salaries of *\$ 30,000 to \$40,000* per year from private investment that would not occur but for a property tax abatement incentive; and

(c) That the goal for a *forty million dollar (\$40,000,000.00)* net increase in the assessed value of real estate can reasonably be expected to result within the *Economic Revitalization Area* from private investment that would not occur but for a property tax abatement incentive; and

(d) That the totality of the benefits expected increased private investment within the *Economic Revitalization Area* is sufficient to justify property tax deductions; and

(e) That in making the foregoing findings and determinations regarding designation of the real estate as an *Economic Revitalization Area*, the Town Council has considered the effective utilization of vacant urban land, the stabilization and conservation of neighborhoods, the rehabilitation and

replacement of obsolete and deteriorated structures, improvements to the physical appearance of the Town, effective utilization of energy, avoidance of environmental harm and increases in employment and assessed value of property located within the Town.

(f) That the foregoing findings of fact are true, all information required to be submitted has been submitted in proper form and all requirements for approval of property tax abatement within the Highland Redevelopment Area have been met.

Section 3. That **Resolution 2012-07** adopted by the Town Council on January 16, 2012 is hereby confirmed and the real estate located and described in Exhibit A, known as the *Commercial Corridors Redevelopment Area*, is hereby declared, designated and found to be an *Economic Revitalization Area*.

Section 4. That a property owner or owners within the *Economic Revitalization Area* who seek tax abatement must submit an application on a form approved by the Redevelopment Commission and a "Statement of Benefits" (Form SB-1) prescribed by the Indiana Department of Local Government Finance before installing new equipment or before the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction. The application will establish standards to be used for evaluating applications for tax deduction that have a reasonable relationship to development objectives and design standards of the Redevelopment Commission.

Section 6. That along with the application, an Application Fee shall be paid, hereby fixed in the amount of \$250.00 to defray actual processing and administrative costs and an Economic Development Fee, not to exceed 15% of the tax savings over the course of the tax abatement, shall be paid, all subject to law.

Section 7. That as part of the consideration of all abatement applications, the Town Council will conduct a public hearing before making its decision whether or not to approve a deduction. The Town Council may approve a deduction period up to ten (10) years.

Section 8. That the Clerk-Treasurer is authorized and directed to file a copy of this resolution, including a description of the real estate as contained in **EXHIBIT I**, with the Lake County Auditor.

DULY RESOLVED and ADOPTED this 30th Day of January 2012, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 4 in favor and 0 opposed. */abstain*

TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA

Bernie Zemen
Bernie Zemen, President (IC 36-5-2-10)

Attest:

Michael W. Griffin
Michael W. Griffin, IAMC/MMC/CPFA
Clerk-Treasurer (IC 33-16-4-1; IC; 1-1-4-1(5); IC 36-5-6; IC 36-5-6-7)



EXHIBIT B

Application for Tax Abatement from Peoples Bank SB

TOWN OF HIGHLAND

3333 Ridge Road ♦ Highland, Indiana ♦ 219-972-7598 ♦ fax 219-972-5097

APPLICATION FOR TAX ABATEMENT

1. Company Name: Peoples Bank SB
2. Address: 3915, 3919 & 3927 Ridge Road Highland, IN 46322
3. Email address: jdiederich@ibankpeoples.com
4. Contact name and title: John Diederich, EVP
5. Phone number: 219-853-7592
6. Fax number: 219-836-2396
7. Web site address (if available): www.ibankpeoples.com
8. Brief description of business including SIC code and or principal business activity:
Banking SIC Code: 6036 NAICS Code: 522120
9. Legal description and address of project property (attach additional sheets, if Necessary):
See Attached I

Lake County Assessor

Attachment I

Page 1 of 1

Lake County Assessor

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Parcel

Parcel Number	Parcel Address	Current Total Value	Data as of	Assess Year	Pay Year
45-07-22-479-021.000-026	3915 RIDGE RD, HIGHLAND	\$131,400	4/16/2015	2014	2015

Owner Information

Owner	Mcdonalds Corporation
Owner Address	P.O. BOX 340 Schererville IN 46375

Transfer Date

Location Information

Taxing Unit	026	Section & Plat	22
Township	007	Routing No.	127-033 47
Parcel Address	3915 RIDGE RD, HIGHLAND	Legal Desc.	PT. E2. SE. S.22 T.36 R.9 (125 X 50 FT. 0.143A. & PT. NE NE. S.27 T.36 R.9 0.0 15 A. 10X50.31FT.
Deeded Acreage	.0150		

Parcel Type		Topography		Services	
Property Class Code	400	Level Ground	Y	Water	Y
Neighborhood Code	16990 Neighborhood- 16990	High	N	Sewer	Y
Neighborhood Factor	.00	Low	N	Natural Gas	Y
Street or Road Code	A	Rolling	N	Electricity	Y
		Swampy	N	Sidewalk	Y
				Alley	N

Assessment Information

Current Land Value	\$131,400	Residential Land	\$0	Adjustment Factor	0.00
Current Imp. Value	\$0	Residential Imp.	\$0	Average Value/Acre	\$0
Current Total Value	\$131,400	Residential Total	\$0		
Non-Res. Land	\$131,400	Reason for Change	54		
Non-Res. Imp.	\$0	Prior Land Value	\$131,400		
Non-Res. Total	\$131,400	Prior Imp Value	\$0		
Dwelling Value	\$0	Classified Land Value	\$0		
Farmland Value	\$0	Homesite Value	\$0		

Lake County Assessor

Page 1 of 1

Lake County Assessor

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Parcel

Parcel Number	Parcel Address	Current Total Value	Data as of	Assess Year	Pay Year
45-07-22-479-022.000-026	3919 RIDGE RD, HIGHLAND	\$2,800	4/16/2015	2014	2015

Owner Information

Owner	Pentek William C & Mary E
Owner Address	2141 S 41 Schererville IN 46375
Transfer Date	09/29/1972

Location Information

Taxing Unit	026	Section & Plat	22
Township	007	Routing No.	I27-033 48
Parcel Address	3919 RIDGE RD, HIGHLAND	Legal Desc.	PT. SE. SE. SE. 50X33.64FT. .008A. NON-TAXABLE S.22 T.36 R.9 .039A.TAXABLE SUBJ. TO R-W
Deeded Acreage	.0080		

Parcel Type	Topography	Services
Property Class Code 500	Level Ground Y	Water Y
Neighborhood Code 1639	High N	Sewer Y
Neighborhood Factor 119.00	Low N	Natural Gas Y
Street or Road Code A	Rolling N	Electricity Y
	Swampy N	Sidewalk N
		Alley N

Assessment Information

Current Land Value	\$2,800	Residential Land	\$0	Adjustment Factor	0.00
Current Imp. Value	\$0	Residential Imp.	\$0	Average Value/Acre	\$0
Current Total Value	\$2,800	Residential Total	\$0		
Non-Res. Land	\$2,800	Reason for Change	54		
Non-Res. Imp.	\$0	Prior Land Value	\$2,800		
Non-Res. Total	\$2,800	Prior Imp Value	\$0		
Dwelling Value	\$0	Classified Land Value	\$0		
Farmland Value	\$0	Homesite Value	\$0		

Lake County Assessor

Page 1 of 1

Lake County Assessor

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Parcel

Parcel Number	Parcel Address	Current Total Value	Data as of	Assess Year	Pay Year
45-07-22-479-023.000-026	3927 RIDGE RD, HIGHLAND	\$168,000	4/16/2015	2014	2015

Owner Information

Owner	McDonald's Corp
Owner Address	PO Box 340 Schererville IN 46375

Transfer Date

Location Information

Taxing Unit	Section & Plat
026	
Township	007
Parcel Address	3927 RIDGE RD, HIGHLAND
Deeded Acreage	.6270
	Routing No. I27-033 49
	Legal Desc. PT. E2. SE. S.22 T.36 R.9 0.442 AC. PT. NE. NE. S.27 T.36 R.9 .067A. & VAC. ALLE Y LY'G ON N. SIDE

Parcel Type	Topography	Services
Property Class Code 400	Level Ground Y	Water Y
Neighborhood Code 16904 Neighborhood- 16904	High N	Sewer Y
Neighborhood Factor .00	Low N	Natural Gas Y
Street or Road Code A	Rolling N	Electricity Y
	Swampy N	Sidewalk Y
		Alley N

Assessment Information

Current Land Value	\$168,000	Residential Land	\$0	Adjustment Factor	0.00
Current Imp. Value	\$0	Residential Imp.	\$0	Average Value/Acre	\$0
Current Total Value	\$168,000	Residential Total	\$0		
Non-Res. Land	\$168,000	Reason for Change	54		
Non-Res. Imp.	\$0	Prior Land Value	\$168,000		
Non-Res. Total	\$168,000	Prior Imp Value	\$0		
Dwelling Value	\$0	Classified Land Value	\$0		
Farmland Value	\$0	Homesite Value	\$0		

10. Current uses and conditions of property:

Vacant

11. Is the project an expansion or relocation?

Expansion & Relocation from 9030 Cline Avenue, Highland, IN 46322

12. If the project is relocation, please identify the State, County and local jurisdiction that you are relocating from and why:

13. What is the project estimated start and completion date?

Fall 2015-Spring 2016

14. Type and amount of new investment:

Real Property:

Land: \$250,000

Improvements: 1.5 - 2.0 million

Personal Property:

Manufacturing equipment: N/A

Research and development equipment: N/A

15. Estimated tax benefits to the Town of Highland:

Real Property: _____

Personal Property: _____

16. Attach the following:

Exhibit A: Plats or maps of project area

Exhibit B: Drawings and photos

Exhibit C: Signage and landscape plans as applicable

17. Current number of employees in the Town: 5

18. Current number of employees in the State of Indiana: 198

19. Estimated number of construction jobs (if applicable): _____

20. Number of estimated new full and part-time jobs as a result of the project:

2

21. Attach Exhibit D: job descriptions and wage ranges

22. Estimated number of trucks per day (if applicable): N/A

23. Attach Exhibit E: Letter of financial commitment

24. Number of years that the applicant is requesting tax abatement: 10

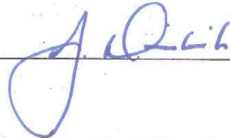
25. Other incentives requested from the Town of Highland or State of Indiana:

N/A

Upon favorable review and passage by the Town Council and before permits are issued, the successful applicant will be required to contribute an amount of up to 15% of the total tax savings as provided through IC 6-1.1-12.1-1(i)(6) to the Town of Highland Economic Development Fund. The Town Council will determine the specific dollar amount at the time of final approval for tax abatement. Contributions to this fund shall be used for community and economic development purposes, and other public benefit as directed by the Town Council.

I affirm under penalties of perjury that the above information is true and correct.

(signed)



(Title)

Executive Vice President

(Date) 7/28/15



**STATEMENT OF BENEFITS
REAL ESTATE IMPROVEMENTS**

State Form 51767 (R6 / 10-14)
Prescribed by the Department of Local Government Finance

This statement is being completed for real property that qualifies under the following Indiana Code (check one box):
☐ Redevelopment or rehabilitation of real estate improvements (IC 6-1.1-12.1-4)
☐ Residentially distressed area (IC 6-1.1-12.1-4.1)

INSTRUCTIONS:

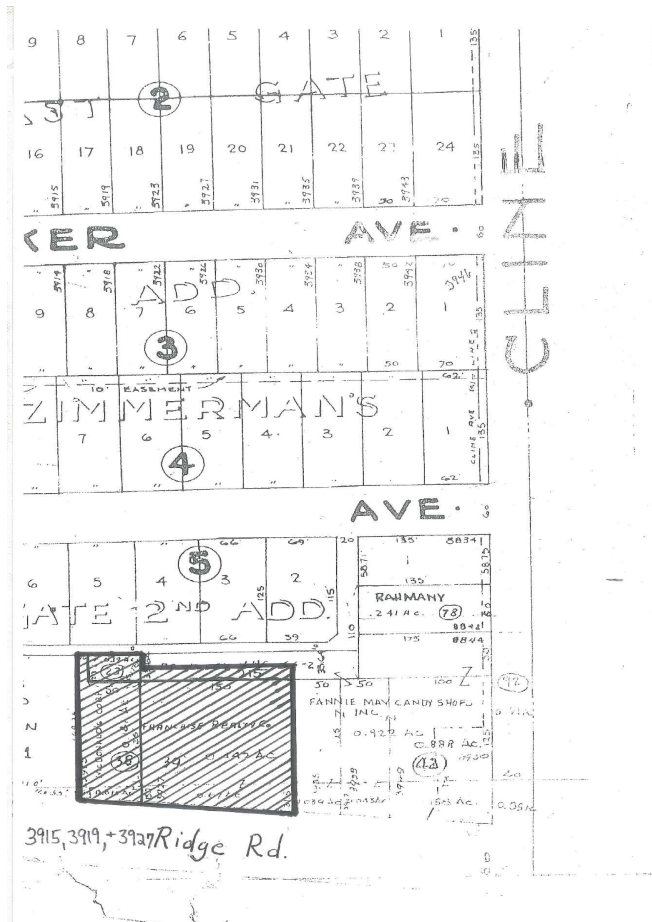
1. This statement must be submitted to the body designating the Economic Revitalization Area prior to the public hearing if the designating body requires information from the applicant in making its decision about whether to designate an Economic Revitalization Area. Otherwise, this statement must be submitted to the designating body **BEFORE** the redevelopment or rehabilitation of real property for which the person wishes to claim a deduction.
2. The statement of benefits form must be submitted to the designating body and the area designated an economic revitalization area before the initiation of the redevelopment or rehabilitation for which the person desires to claim a deduction.
3. To obtain a deduction, a Form 322/RE must be filed with the County Auditor before May 10 in the year in which the addition to assessed valuation is made or not later than thirty (30) days after the assessment notice is mailed to the property owner if it was mailed after April 10. A property owner who failed to file a deduction application within the prescribed deadline may file an application between March 1 and May 10 of a subsequent year.
4. A property owner who files for the deduction must provide the County Auditor and designating body with a Form CF-1/Real Property. The Form CF-1/Real Property should be attached to the Form 322/RE when the deduction is first claimed and then updated annually for each year the deduction is applicable. IC 6-1.1-12.1-5.1(b)
5. For a Form SB-1/Real Property that is approved after June 30, 2013, the designating body is required to establish an abatement schedule for each deduction allowed. For a Form SB-1/Real Property that is approved prior to July 1, 2013, the abatement schedule approved by the designating body remains in effect. IC 6-1.1-12.1-17

20__ PAY 20__
FORM SB-1 / Real Property
PRIVACY NOTICE
Any information concerning the cost of the property and specific salaries paid to individual employees by the property owner is confidential per IC 6-1.1-12.1-5.1.

SECTION 1 TAXPAYER INFORMATION					
Name of taxpayer Peoples Bank SB					
Address of taxpayer (number and street, city, state, and ZIP code) 9204 Columbia Avenue Munster, IN 46321					
Name of contact person John Diederich		Telephone number (219) 853-7592		E-mail address jdiederich@tbankpeoples.com	
SECTION 2 LOCATION AND DESCRIPTION OF PROPOSED PROJECT					
Name of designating body Town Of Highland				Resolution number	
Location of property 3915, 3919, 3927 Ridge Road		County Lake		DLGF taxing district number	
Description of real property improvements, redevelopment, or rehabilitation (use additional sheets if necessary) Building new Banking Center				Estimated start date (month, day, year)	
				Estimated completion date (month, day, year)	
SECTION 3 ESTIMATE OF EMPLOYEES AND SALARIES AS RESULT OF PROPOSED PROJECT					
Current number 5	Salaries 111,000	Number retained 5	Salaries 111,000	Number additional 2	Salaries 55,000-80,000
SECTION 4 ESTIMATED TOTAL COST AND VALUE OF PROPOSED PROJECT					
			REAL ESTATE IMPROVEMENTS		
			COST		ASSESSED VALUE
Current values			250,000		302,200
Plus estimated values of proposed project			1.5-2.0 million		
Less values of any property being replaced					
Net estimated values upon completion of project			1.750-2.250		
SECTION 5 WASTE CONVERTED AND OTHER BENEFITS PROMISED BY THE TAXPAYER					
Estimated solid waste converted (pounds) N/A			Estimated hazardous waste converted (pounds) N/A		
Other benefits					
SECTION 6 TAXPAYER CERTIFICATION					
I hereby certify that the representations in this statement are true.					
Signature of authorized representative 				Date signed (month, day, year) 7/28/15	
Printed name of authorized representative John Diederich				Title Executive Vice President	

FOR USE OF THE DESIGNATING BODY														
<p>We have reviewed our prior actions relating to the designation of this Economic Revitalization Area and find that the applicant meets the general standards adopted in the resolution previously approved by this body. Said resolution, passed under IC 6-1.1-12.1, provides for the following limitations:</p>														
<p>A. The designated area has been limited to a period of time not to exceed _____ calendar years * (see below). The date this designation expires is _____.</p>														
<p>B. The type of deduction that is allowed in the designated area is limited to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Redevelopment or rehabilitation of real estate improvements</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/> Yes</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/> No</td> <td style="width: 30%;"></td> </tr> <tr> <td>2. Residentially distressed areas</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>3. Occupancy of a vacant building</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> <td></td> </tr> </table>			1. Redevelopment or rehabilitation of real estate improvements	<input type="checkbox"/> Yes	<input type="checkbox"/> No		2. Residentially distressed areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No		3. Occupancy of a vacant building	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1. Redevelopment or rehabilitation of real estate improvements	<input type="checkbox"/> Yes	<input type="checkbox"/> No												
2. Residentially distressed areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No												
3. Occupancy of a vacant building	<input type="checkbox"/> Yes	<input type="checkbox"/> No												
<p>C. The amount of the deduction applicable is limited to \$ _____.</p>														
<p>D. Other limitations or conditions (specify) _____</p>														
<p>E. The deduction is allowed for _____ years* (see below).</p>														
<p>F. Did the designating body adopt an alternative deduction schedule per IC 6-1.1-12.1-17? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy of the alternative deduction schedule to this form.</p>														
<p>We have also reviewed the information contained in the statement of benefits and find that the estimates and expectations are reasonable and have determined that the totality of benefits is sufficient to justify the deduction described above.</p>														
<p>Approved (signature and title of authorized member of designating body)</p>	<p>Telephone number ()</p>	<p>Date signed (month, day, year)</p>												
<p>Attested by (signature and title of attester)</p>	<p>Designated body</p>													
<p>* If the designating body limits the time period during which an area is an economic revitalization area, it does not limit the length of time a taxpayer is entitled to receive a deduction to a number of years designated under IC 6-1.12-12.1-4.</p> <p>A. For residentially distressed areas, the deduction period may not exceed five (5) years.</p> <p>B. For redevelopment and rehabilitation or real estate improvements:</p> <ol style="list-style-type: none"> 1. If the Economic Revitalization Area was designated prior to July 1, 2000, the deduction period is limited to three (3), six (6), or ten (10) years. 2. If the Economic Revitalization Area was designated after June 20, 2000, the deduction period may not exceed ten (10) years. <p>C. For vacant buildings, the deduction period may not exceed two (2) years.</p>														

3915, 3919, + 3927 Ridge Rd.



6. **Works Board Order No. 2015-22:** An Order Of The Works Board Approving And Authorizing The Town Clerk-Treasurer To Enter Into A Lease- Agreement For One Pitney Bowes Postage Metering Device, Pursuant To IC 5-22 and Section 3.05.050 of The Municipal Code.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2015-22. Councilor Vassar seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland
Board of Works
Order of the Works Board 2015-22**

AN ORDER OF THE WORKS BOARD APPROVING AND AUTHORIZING THE TOWN CLERK-TREASURER TO ENTER INTO A LEASE- AGREEMENT FOR ONE PITNEY BOWES POSTAGE METERING DEVICE, PURSUANT TO IC 5-22 AND SECTION 3.05.050 OF THE MUNICIPAL CODE.

WHEREAS, The Town of Highland, through its Town Council, has determined that a need exists to continue to utilize a postage metering device to provide efficient postal metering service to the several departments of the Town, pursuant to Highland Municipal Code, Section 3.05.030(A);

WHEREAS, The Town Clerk-Treasurer is the purchasing agent for the several executive departments of the Town, all pursuant to Highland Municipal Code, Section 03.05.050(D)(9);

WHEREAS, The Town of Highland through its Office of the Clerk-Treasurer has substantially complied with the provisions of the Highland Municipal Code, Section 3.05.060(G)(2), having ascertained that both the total use rental price of the equipment sought and the annual payments under the considered lease rental agreement are profoundly less than the recorded quote threshold of \$50,000, totaling \$1,621.32 per year and \$6,485.28 for the duration of the agreement;

WHEREAS, The Town of Highland through its Office of the Clerk-Treasurer did received a lease rental agreement renewal proposal offered at 11 cents more per month totaling \$5.28 more than the current lease agreement over the 48 months;

WHEREAS, The Town of Highland through its Office of the Clerk-Treasurer did review this renewal offer from **Pitney Bowes** for a **forty-eight (48) month lease rental** agreement for a **DM400 C System Postage Metering Device and US Postal Scale** found its price reasonable, nearly the same as the current cost of service, and recommends its approval; and

WHEREAS, As purchasing agency for the Office of the Clerk-Treasurer and several executive departments of the Town, the Highland Town Council must approve any leases or rental agreements with duration of greater than one year, all pursuant to the Highland Municipal Code, Sections 3.05.030 (A), 3.05.040(C) and 3.05.050(B)(1);

WHEREAS, There are sufficient and available appropriation and cash balances on credit to the proper Funds for 2015 to support the rental payments under the terms of the proposed agreement and the issuance of a purchase order, all pursuant to I.C. 5-22-17-3(e) and I.C. 5-22-18-5;

WHEREAS, The Town Council, as the works board of the municipality, wishes now to act on the proposed lease rental agreement now presented,

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Highland, Indiana as follows:

Section 1. That Lease with Rental Agreement as presented by **Pitney Bowes** for a **forty-eight (48) month lease rental and maintenance** agreement for a **DM400 C System Postage Metering Device and US Postal Scale** is hereby accepted and approved in each and every respect;

Section 2. That the proposed lease rental and maintenance charges presented in the offer, providing a monthly payment of **\$135.11** is reasonable and fair;

Section 3. That the Town Clerk-Treasurer is hereby authorized and directed to execute the agreement and any additional documents in order to implement the terms of this accepted offer;

Section 4. That when the fiscal body of the governmental body makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of a contract, the contract is considered canceled and a determination by the fiscal body that funds are not

appropriated or otherwise available to support continuation of performance is final and conclusive, all pursuant to IC 5-22-17-5.

Section 5. That the Clerk-Treasurer is hereby authorized to expend appropriated funds as budgeted in order to support and implement the agreement.

Be it So Ordered

DULY, ADOPTED and ORDERED BY the Town Council of the Town of Highland, Lake County, Indiana, acting as the Board of Works, this 24th day of August 2015 having passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1; IC 36-5-6-5)

PITNEY BOWES GLOBAL FINANCIAL SERVICES AGREEMENT			
NJPA STATE & LOCAL FMV LEASE, Contract #043012-PIT			
		Agreement Number	
Your Business Information			
TOWN OF HIGHLAND			
Full Legal Name of Lessee	DBA Name of Lessee	Tax ID # (FEINTIN)	
3333 RIDGE RD	HIGHLAND	IN	46322-2018
Billing Address: Street	City	State	Zip+4
			17613828866
Billing Contact Name	Billing Contact Phone #	Billing CAN #	
3333 RIDGE RD	HIGHLAND	IN	46322-2018
Installation Address (If different from billing address) : Street	City	State	Zip+4
			17613828866
Installation Contact Name	Installation Contact Phone #	Installation CAN #	
Fiscal Period (from - to)	Customer PO #	Delivery CAN #	
Your Business Needs			
Qty	Business Solution Description	Check items to be included in customer's payment	
1	Mail Stream Solution - 2	<input checked="" type="checkbox"/> Service Level Agreement	
1	DM400C Digital Meter System	Tier 2 - Provides Standard SLA plus Training and printhead replacement	
1	IntelliLink Interface / PSD for DM300C/ DM400C/DM450C	<input type="checkbox"/> Software Maintenance (additional terms apply) - Provides revision updates & technical assistance	
1	5 lb Integrated Weighing	<input checked="" type="checkbox"/> Soft-Guard® Subscription - Provides postal and carrier updates	
1	DM Series Analytics (100 Accounts)	If you do not choose Soft-Guard protection with your lease, you will automatically receive updates at PB's current rates.	
1	70 LPM Feature	<input checked="" type="checkbox"/> IntelliLink Subscription/ Meter Rental - Provides simplified billing and includes postage resets	
1	Integrated Weighing Platform	() Value Based Services	
1	pbSmartPostage Free	() Purchase Power® credit line	
1	IntelliLink Subscription	<input type="checkbox"/> Permit Mail Payment Service - Allows you to consolidate permit postage with metered postage under one account. As a permit mail user, we need USPS forms 6501, 6502, and 6503, along with the Permit Enrollment form, to activate your Permit Mail Payment service.	
		<input type="checkbox"/> YES PBGS ValueMAX Program	
		(a) No Enrollment (i) will provide proof of insurance within the next 30 days as noted in paragraph L(2)	
Your Payment Plan			
Number Of Months	Monthly Amount	Billed Quarterly At*	() Required advance check of \$() received
First 48	\$135.11	\$405.33	Tax Exempt# State Tax (if applicable)
			() Tax Exempt Certificate Attached
			() Tax Exempt Certificate Not Required

*Does not include any applicable taxes; payment plans begin after any applicable Interm Usage Period.

Your Signature Below

Non-Appropriations. You warrant that you have funds available to pay all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to pay all payments in each subsequent fiscal period through the end of your Lease Term. If your appropriation request to your legislative body, or funding authority ("Governing Body") or funds to pay the payments is denied, you may terminate this Lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this Lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this Lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the Equipment at your expense.

By signing below, you agree to be bound by all the terms and conditions of this Agreement, including those located in the NJPA Contract Number 043012-PIT, effective date July 11, 2012 which are available at www.pb.com/states/njpa and are incorporated by reference. The lease will be binding on PBGS only after PBGS has completed its credit and documentation approval process and an authorized PBGS employee signs below. The lease requires you either to provide proof of insurance or instead participate in the Pitney Bowes ValueMAX equipment protection program (see paragraph L(3) page 2) for an additional fee.

Customer Signature	Date	
Print Name	Title	Email Address
Sales Information		
Matt Nemeth	473	
Account Rep Name	District Office	PBGS Acceptance
(0187748.3)	Page 1	See www.pb.com/states/njpa for additional terms and conditions

7. **Works Board Order No. 2015-23:** An Order Of The Works Board Approving And Authorizing The Town Clerk-Treasurer To Enter Into A Lockbox Services Agreement With First Financial Bank, N.A., Pursuant To IC 5-22 And Section 3.05.050 Of The Municipal Code.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2015-23. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland
Board of Works
Order of the Works Board 2015-23**

AN ORDER OF THE WORKS BOARD APPROVING AND AUTHORIZING THE TOWN CLERK-TREASURER TO ENTER INTO A LOCKBOX SERVICES AGREEMENT WITH FIRST FINANCIAL BANK, N.A., PURSUANT TO IC 5-22 AND SECTION 3.05.050 OF THE MUNICIPAL CODE.

WHEREAS, The Town of Highland, through its Town Council and its, has determined that a need exists to engage lockbox services in order to improve efficiency of processing receipts associated with municipal potable water, storm water, waste water and solid waste utility services of the Town, pursuant to Highland Municipal Code, Section 3.05.030(A);

WHEREAS, The Town Clerk-Treasurer is the purchasing agent for the several executive departments of the Town, all pursuant to Highland Municipal Code, Section 03.05.050(D)(9);

WHEREAS, The Town of Highland through its Office of the Clerk-Treasurer has substantially complied with the provisions of the Highland Municipal Code, Section 3.05.090, which regulates the purchase of services generally, having ascertained that seeking proposals for lockbox services from public depositories of the municipality, and evaluating the responses for value, synergies with existing software, as well as cost;

WHEREAS, The Town of Highland through its Office of the Clerk-Treasurer did receive a lockbox services proposals, from Centier Bank, First Midwest Bank, N.A., and First Financial Bank, N.A.;

WHEREAS, The Town of Highland through its Office of the Clerk-Treasurer did evaluate the lockbox services proposals, and after getting clarification, did recommend for the favor of the Town Council, the proposal of **First Financial Bank**, based upon several metrics including price, and synergies with existing services and the relevant software;

WHEREAS, As purchasing agency for the Office of the Clerk-Treasurer and several executive departments of the Town, the Highland Town Council must approve any service agreements with duration of greater than one year and which may have a price in excess of Fifteen Thousand dollars, all pursuant to the Highland Municipal Code, Sections 3.05.030 (A), 3.05.040(C) and 3.05.050(B)(3);

WHEREAS, The Town Council, as works board of the unit, may act in the stead of the governing boards of the Waterworks Department and the Department of Public Sanitation, when the service involves joint use by utilities and the civil government, all pursuant to the Highland Municipal Code, Section 3.05.030 (B);

WHEREAS, There are sufficient and available cash balances or resources on credit to the proper Funds of the utilities to support the services fees under the terms of the proposal, all pursuant to I.C. 5-22-17-3(e) and I.C. 5-22-18-5 to the extent those provisions may be applicable;

WHEREAS, The Town Council, as the works board of the municipality, wishes now to act on the lockbox services proposal now presented,

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Highland, Indiana, acting as the works board of the municipality, as follows:

Section 1. That the Lockbox Services proposal presented by First Financial Bank, N.A., integrated with the existing depository services is hereby accepted and approved in each and every respect;

Section 2. That the proposed unit charges and fees presented in the proposal, as set forth in the companion exhibit, are found to be reasonable and fair;

Section 3. That the Town Clerk-Treasurer is hereby authorized and directed to execute any agreement and any additional documents in order to implement the terms of this accepted proposal;

Section 4. That the this approval be reported to the Boards of jurisdiction of the several municipal utilities for their information, ratification and concurrence;

Section 5. That the Clerk-Treasurer is hereby authorized to take such steps as may be necessary or desirable in order to support and implement the agreement in a reasonable time.

Be it So Ordered

DULY, ADOPTED and ORDERED BY the Town Council of the Town of Highland, Lake County, Indiana, acting as the Board of Works, this 24th day of August 2015 having passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

COMPANION EXHIBIT of FEES and CHARGES

Current Account Services Fees and Associated Lockbox Service Fees proposed for Town of HIGHLAND	
Service Provided	Unit Price
Maintenance Fee	\$ 20.00
ACH Returns	\$ 14.00
Outgoing Wire Transfer	\$ 25.00
Checks	\$ 0.22
ACH Debits	\$ 0.13
ACH Credits	\$ 0.13
Post Office Box Rental (A)	\$ 19.00
Wholesale Lockbox Service Monthly Maintenance	\$ 110.00
Wholesale Lockbox per Item (B)	\$ 0.32
Wholesale lockbox Per Unprocessed item (C)	\$ 0.55
Wholesale Lockbox per document scanned (D)	\$ 0.10
Wholesale Deposits (E)	\$ 0.50
Wholesale Lockbox Portal (F)	\$ 35.00
Lockbox Payment Posting File - Monthly Maintenance	\$ 50.00
Courier (G)	\$ 20.00
Deposits (H)	\$ 0.60
Deposits Lockbox (I)	\$ 0.60
Online Banking - Cash Management	\$ 55.00
Online ACH per Item Fee	\$ 0.13
Returned Deposited Items	\$ 14.00
Incoming Cash per \$100	\$ 0.10
Deposit Assessment	\$ 229.59
All Charges will be net of Earning Credit	

A: Cost for PO Box Rental: We recommend Town of Highland pay directly to Post Office on annual basis.
B: This includes scanning check, keying in remitter name and check clearing.
C: This fee will only apply if a check comes in without account number to process to.
D: Only charged for items that are not part of the transaction set.
E: Based on two deposits per day times the number of business days (21).
F: This is your online access to all deposits, research items and grant access to users.
G: Cost of shipping payments from Post Office to lockbox. We recommend paying this directly to Post Office. 21 business days in month.
H: This fee is for the current processing of deposits at the 45th branch. This fee will only be used if you make deposits at a branch.
I: This fee will go away. If residents bring in bill to branch, we will forward to lockbox. It will be there the next day.

8. **Works Board Order No. 2015-24:** An Order Approving and Authorizing the Entry into Service Agreement with FIRST COMMUNICATIONS, LLC for Certain Telecommunications Telephone and voice mail Services for the Highland Police Department and its Police Station, pursuant to Chapter 3.05 of the Highland Municipal Code.

Councilor Vassar moved the passage and adoption of Works Board Order No. 2015-24. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland
Board of Works
Order of the Works Board 2015-24**

AN ORDER APPROVING AND AUTHORIZING THE ENTRY INTO SERVICE AGREEMENT WITH FIRST COMMUNICATIONS FOR CERTAIN TELECOMMUNICATIONS TELEPHONE AND VOICE MAIL SERVICES FOR THE HIGHLAND POLICE DEPARTMENT AND ITS POLICE STATION, PURSUANT TO CHAPTER 3.05 OF THE HIGHLAND MUNICIPAL CODE.

Whereas, The Metropolitan Police Chief, has recommended certain telecommunications services for the Highland Police Department Facility, currently under construction and located at 3315 Highway Avenue, for telephone and voice mail services; and

Whereas, The Town Council as the Works Board of the Municipality, pursuant to Section 3.05.030 (A) and (B) of the Municipal Code serves as purchasing agency for the executive departments of the municipality, and the utilities when costs are to be shared; and

Whereas, First Communications, LLC, has a presented a telecommunications services proposal, styled as the *Essential T1 Service Agreement*, which for monthly charges and fees for a term of 36 months, will support telephone communications and voice mail services for the Highland Police Department at its new site, located at 3315 Ridge Road, Highland, Indiana; and

Whereas, The service charges and fees do not exceed fifteen thousand (\$15,000) in a single year but at a term of thirty-six months, the services agreement represents an agreement for a term of greater than one year, which for the term will exceed \$15,000, and pursuant to Section 3.05.040 (C) of the Municipal Code, requires the express approval of the purchasing agency; and

Whereas, The Highland Municipal Code Section 3.05.090 provides that the purchase of services may in a manner that the purchasing agency determines to be reasonable and appropriate; and

Whereas, The payments will be supported by an appropriation in the Metropolitan Police Department or in the Information Communications Technology Fund; and

Whereas, The Town Council now desires to approve and authorize the proper officer to enter a telecommunications services agreement pursuant to the terms stated herein,

Now Therefore Be it Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board of Municipality as follows:

Section 1. That the telecommunications services proposal presented by **First Communications, LLC**, styled as the *Essential T1 Service Agreement*, a copy of which is attached as an **exhibit** and made a part of this order, in consideration for monthly charges and fees for a term of 36 months, will support telephone communications and voice mail services for 23 lines, to be provided at the Police Station located at 3315 Highway Avenue, for unlimited local minutes, and 1,000 minutes long distance/toll communications in the monthly amount of \$636.07, for a total amount over the term of the agreement of **\$23,534.59**, plus any overages incurred at 29¢ per minute is hereby authorized and approved in all respects;

Section 2. That the purchasing agency hereby finds and determines that the fees and charges under the *Essential T1 Service Agreement* are reasonable and appropriate, and the term of thirty-six months to be acceptable;

Section 3. That the Metropolitan Police Chief is authorized and directed to execute the agreement and any additional documents by his signature.

Be it So Ordered.

DULY, PASSED, ADOPTED and Ordered by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Board of Works, this 24th day of August 2015 having passed by a vote of 4 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer (IC 33-16-4-1;IC 36-5-6-5)

Agreement on File

9. **Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for several workers in the metropolitan police department (agency). Pursuant to Section 4.13 of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation regarding several employees who have worked a six months without calling off and not having an at fault accident. The named workers are as follows: **Assistant Chief Pat Vassar**, Commander **George Georgeff**, Commander **Ralph Potesta**, Deputy Commander **John Banasiak**, Sergeant **Timothy Towasnicki**, Sergeant **Michael O'Donnell**, Sergeant **Randall Stewart**, Corporal **John Siple**, Corporal **Mark Santino**, Corporal **Shawn Anderson**, Corporal **Erich Swisher**, Corporal **Glenn Cox**, Lance Corporal **Gregory Palmer**, Officer **Brian Orth**, Officer **Jason Hildenbrand**, Officer **Richard Hoffman**, Officer **Daniel Matusik**, Officer **Lee Natelborg**, Officer **Brian Stanley**, Officer **Anthony Kowal**, Officer **Francis Peckler**, Officer **Darren Conley** and Officer **Nicholas Vanni**. Action should include approval for the members of the Town Council to sign the letters of commendation.

Councilor Kuiper moved, seconded by Councilor Zemen to approve the letters of commendation and authorization the Councilors to sign letter for Assistant Chief Pat Vassar. Upon a roll call vote, there were three affirmatives, no negatives and one abstention. With Councilors Zemen, Kuiper and Herak voting in the affirmative and Councilor Vassar abstaining, the motion passed. The letter of commendation was approved and the Councilors individually were authorized to sign.

Councilor Kuiper moved, seconded by Councilor Vassar to approve the letters of commendation and authorization the Councilors to sign letter for all the other officers named above. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The letters of commendation were approved and the Councilors individually were authorized to sign.

10. Authorization and approval for the proper officer to publish legal notice of proposed additional appropriations in excess of the 2015 Budget in the **Public Safety Income Tax Fund** in the amount of \$192,000 for Police Department Furniture and in the those funds and departments as may be needed to support payroll adjustments for the current year, authorized by the Town Council, not to exceed \$160,000. Also authorization for ICT Fund for \$29,000.

Councilor Zemen moved to authorize the proper officer to advertise for a public hearing on the proposed additional appropriations as indicated. Councilor Kuiper seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The publication was authorized.

11. **Commendation Letter for Day Off.** Action to approve Letter of Commendation for exemplary public service leading to the award of a single paid day off for **Robert Wojcik**, the **August Employee of the Month** in the Public Works Department (agency). Pursuant to Section 4.13 of the Compensation and Benefits Ordinance, for the paid day off to be effective requires the approval of the board of jurisdiction and the Town Council. In this case, as the Town Council is also works board for the municipality, its approval alone is all that is required.

Councilor Zemen moved, seconded by Councilor Vassar to approve the letter of commendation for Robert Wojcik as Public Works Employee of the Month. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The letter of commendation was approved.

Comments or Remarks from the Town Council:

(For the Good of the Order)

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • Liaison to the Board of Waterworks Directors; Liaison to the Park and Recreation Board; Town Board of Metropolitan Police Commissioners, Liaison.*

Councilor Zemen acknowledged the Parks and Recreation Superintendent who offered a brief survey of parks and recreation programming.

Councilor Zemen acknowledged the Police Chief who reminded all of the fundraiser being conducted by the St. Vincent Society at the St. James Parrish for the family of the late Police Officer Shawn Smith scheduled for August 29, 2015 from 6:00 to 9:00 p.m.

- **Councilor Dan Vassar:** *•Redevelopment Commission Liaison.*

Councilor Vassar acknowledged the Redevelopment Director who reported that Requests for Proposals for Architectural services were being reviewed by the Redevelopment Commission for the Town Theater project.

- **Councilor Steve Wagner:** *• Advisory Board of Zoning Appeals Liaison; Information Technology Liaison.*

Councilor Wagner was absent.

- **Councilor Konnie Kuiper:** *• Fire Department, Liaison • Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Fire Chief who offered a survey of recent Fire Department activity.

Councilor Kuiper also reported that he was contacted by an acquaintance who shared that he had observed Sergeant Michael O'Donnell handle a difficult encounter while on duty recently and wished to commend him for what the acquaintance suggested was a positive manner.

- **Council President Mark Herak:** *Municipal Executive • Budget and Finance Chair • Liaison to the Board of Sanitary Commissioners • Liaison to the Community Events Commission • Liaison to the Board of Waterworks Directors.*

The Town Council President acknowledged the Building Commissioner who reported on pending matters before the Advisory Board of Zoning Appeals.

The Town Council President acknowledged the Public Works Director, who offered a survey of projects underway by the Streets, Water and Public Sanitation Departments. He also reported on a meeting at the Indianapolis Offices of IDEM with representatives from the Highland Sanitary District and the Hammond Sanitary Districts regarding the capacity letter and the pending SSO amelioration project, stalled on the issue of the letter.

The Public Works Director, with leave from the Town Council, introduced Mr. Tim Crane, who presented a petition that he had circulated in the neighborhood to request reconstruction, curbs and sidewalks as needed for the 3400 block of Condit Avenue. He noted that he had obtained responses from 20 of the 21 affected properties, with 16 residents in favor, 3 opposed, and 1 who favors the project but believes the Town should pay for the curbs. Mr. Crane also stated that many expressed the desire that this project be considered for the CDBG funding.

Mr. Crane tendered his information to the Public Works Director.

Comments from Visitors or Residents:

1. Mr. Rick Volbrecht, 9321 Parkway Drive, Highland expressed his concern about the action of the Town Council in approving the Letters of Commendation for the several officers that would allow 23 paid days off for every six months an officer would qualify.

Mr. Volbrecht further noted the outstanding debt on the Lincoln Community Center, the Police Station, with the possibility of debt financing a new Town Hall and a multipurpose facility by the Parks and Recreation Department. He expressed concern about the amount of debt financing and the impact it may have on taxpayers in Highland.

2. John Minear, Newly Appointed Executive Director of the Lake County Solid Waste Management District, introduced himself to all and offered a brief survey regarding his work experience and his early aspirations for the District, among them was be establishing a regional composting site.

Payment of Accounts Payable Vouchers. There being no further comments from the public, Councilor Kuiper moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period August 11, 2015 through August 24, 2015. Councilor Zemen seconded. Upon a roll call vote, there were four affirmatives and no negatives. The motion passed. The accounts payable vouchers for vendors were allowed, payments allowed in advance were ratified, and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

Vendors Accounts Payable Docket:

General Fund, \$83,868.08; Motor Vehicle Highway and Street (MVH) Fund, \$11,416.32; Local Road and Street Fund, \$8,144.49; Law Enforcement Training and Supply Fund, \$2,910.33; Corporation Bond and Interest Fund, \$250; Gasoline Agency Fund, \$15,590.91; Information Communications Technology Fund, \$6,113.19; Special Events Non-reverting Fund, \$1,838.80; Municipal Cumulative Capital Development Fund, \$11,919.78; Traffic Violations and Law Enforcement Agency Fund, \$10,435.00; Gaming Revenue Sharing Fund, \$96,377.75; Corporation Capital Fund, \$70,136.00; Total: \$319,000.65

Adjournment. Councilor Vassar moved that the plenary meeting be adjourned. Councilor Kuiper seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, August 24, 2015 was adjourned at 8:07 O'clock p.m. No study session followed the plenary meeting.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer